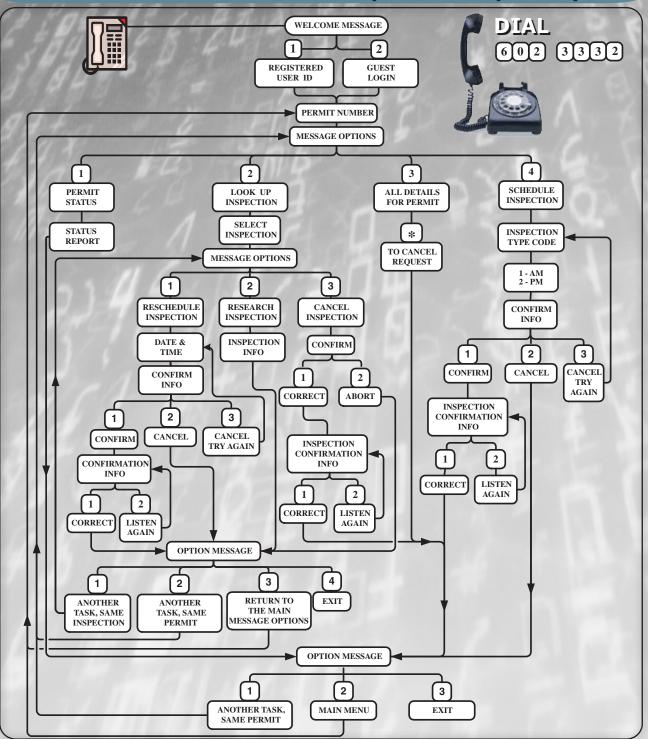
Flow Chart of the Automated Inspection Request System





PERMITTING SYSTEM IMPROVEMENTS

The City of Miramar's Building Permitting System is expanding to better serve you.

An updated Automated AIRS
Inspection Request System as well as
a new Permit Information Website are
now available.

While the current call-in system number 954-602-3332 remains operational, the new telephone system upgrade is now fully functional.

Visit The City's online permitting website: www.ci.miramar.fl.us/permit

THE NEW PHONE SYSTEM ALLOWS YOU TO:

Call to schedule, cancel or hear the results of your inspection.
Obtain the results of all inspections on a permit, the permit status (received, issued or finaled), and the permit history.



THE NEW WEBSITE ALLOWS YOU TO:

View permit status (received, issued, or finaled).

View the results of your inspection.

View the results of all inspections on a permit, the permit status and permit history.

We encourage the use of the phone system to schedule inspections and the website to check permit status and inspection results.

With practice, you will no longer need to listen to the full instructions before entering your data. This will speed up your use of the AIRS system.



Thank you for your patience as we work to improve service delivery. For additional information, please call (954) 602-3200

City of Miramar - AIRS Building Inspection Request Instructions

Enter from a touch-tone phone:

The welcome message will greet and instruct you to select one of the following Main Menu Message Options:

954-602-3332

1 - LOG IN AS A REGISTERED USER

(2 - LOG IN AS A GUEST)

MAIN MENU ENTRY

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Activate AIRS to request your permit number. Upon request enter your 10-digit Permit Number.

NOTE: Replace the 3-digit letter code with the following numbers: (MEC - 632)

BLD - 253 [] MST - 678 (ELE - 353) (PLM - 756)

Upon request, enter one of the following four AIRS Options:

AIRS Option 1 BUILDING PERMIT STATUS

AIRS Option 2 LOOK UP AN INSPECTION

AIRS Option 3 (LIST OF ALL DETAILS

AIRS Option 4 (Schedule AN INSPECTION)

Entry of AIRS Option 1

When this option is selected, a message indicating the present state of the Building Permit will be played.

Entry of AIRS Option 2

When this option is selected, a message listing the open inspections will be given. Upon selecting one of the inspections, you will be given one of three options:

1 - RESCHEDULE THE INSPECTION

2 - TO RESEARCH THE INSPECTION

3 - TO CANCEL AN INSPECTION

1 - To Reschedule the Inspection

Input the date and time in a 4-digit format (mmdd) or (hhmm).

When complete, you will need to:

1 - CONFIRM THE REQUEST

2 - CANCEL THE REQUEST

3 - CANCEL AND TRY AGAIN

If the information is correct, Press 1 and a confirmation number will be given.

2 - To Research the inspection

Details of the inspection you have selected will be given.

3 - To Cancel an Inspection

Press (1 TO GONFIRM) or (2 TO ABORT) the request to cancel the inspection. If the information is correct, a confirmation number will be given.

Entry of AIRS Option 3

When Option 3 is selected, please listen carefully to the inspection results. Press the *button to cancel request.

Entry of AIRS Option 4

This option is to schedule inspections on the following business day. After making this selection, enter the 3-digit inspection code.

When complete, you will need to:

1 - CONFIRM THE REQUEST

2 - CANCEL THE REQUEST
3 - CANCEL AND TRY AGAIN

If the information is correct, Press 1 and a confirmation number will be given.

NOTE: Inspection requests must be made prior to 3:00 PM to be scheduled the next business day.

In all four AIRS Options, instructions will be given to select the following options or to simply hang up:

1 - ANOTHER TASK FOR SAME INSPECTION

2 - ANOTHER TASK FOR THE SAME PERMIT

3 - RETURN TO THE MAIN MENU

4 - Exit